

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
Chapter 302—Relocation Allowances

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SUBPART A—GENERAL RULES

- § 302-70.1 **What is the purpose of relocation services?** To ease the burden on employees and to assist them in relocating expeditiously to a new official station.
- § 302-70.2 **What relocation services does FAA offer?** FAA offers the following relocation services:
- (a) Homesale program as provided in subpart B of this part;
 - (b) Marketing assistance program as provided in subpart C of this part;
 - (c) Destination area services as provided in subpart D of this part.

SUBPART B—HOMESALE PROGRAM

- § 302-70.100 **What is a homesale program?** A service provided by a relocation services company in which the company pays you the value of your residence, and subsequently, sells the residence to an outside buyer. The company will offer you an amount based on the appraised value of the home. If you find a bona-fide buyer independently, you may transfer the sale to the company, and you will receive the buyer's offer.
- § 302-70.101 **Am I eligible for FAA's homesale program?** Yes, if:
- (a) You are an employee authorized relocation benefits for a PCS to a new official station under part 302-3;
 - (b) Your old official station is in either:
 - (1) A nonforeign area; or
 - (2) A foreign area if your new official station is in a nonforeign area and is different from the nonforeign area official station you transferred from when you began your assignment(s) in a foreign area(s).
 - (c) Your new official station is located within a nonforeign area;
 - (d) You are eligible for the allowance for expenses incurred in connection with the sale of a residence under part 302-50; and
 - (e) Your new and old official station are 50 miles or more apart (as measured by map distance) via an usually traveled surface route.
- § 302-70.102 **Must FAA offer me use of a homesale program?** No, your LOB, staff office, or the Office of Chief Counsel determines whether it is in the Government's interest to offer a homesale program.

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§ 302-70.103	Under what circumstances will FAA offer me use of a homesale program?	FAA will offer you use of a homesale program if: <ul style="list-style-type: none">(a) You have been authorized to enter the homesale program;(b) You have signed a service agreement; and(c) You meet any additional requirements your LOB, staff office, or the Office of Chief Counsel has established.
§ 302-70.104	What type of property may I enter into the FAA homesale program?	You may enter your residence as defined in § 302-1.18 of part 302-1 of this chapter, unless your residence is: <ul style="list-style-type: none">(a) A residence that is not insurable;(b) A mobile home, even if affixed to real property;(c) A cooperative;(d) A residence that is contaminated by a toxic or hazardous substance, such as, but not limited to, active urea formaldehyde foam insulation (UFFI), asbestos, lead and radon gas equal to or in excess of 4 picocuries per liter (or .02 working levels) that cannot be corrected;(e) A residence that is contaminated by leaking underground storage tanks or seepage from other hazardous or toxic wastes as determined by the Environmental Protection Agency;(f) A boat;(g) A residence that is not adequately serviced by potable water or sanitary waste facilities;(h) A residence that does not have a foundation; or(i) A residence that cannot be financed by conventional, government insured or government guaranteed financing, or other financing typical for the location and zoning of the property. Your residence must meet applicable criteria for a mortgage loan as determined by a reputable lender, i.e., bank, savings and loan, or mortgage company authorized to conduct business in the area.
§ 302-70.105	How many properties may I enter into the homesale program?	Only one, and it must be the property which qualifies for the allowance for expenses in connection with the sale of your residence under part 302-50 of this chapter.

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§ 302-70.106	If FAA authorizes me to enter a homesale program, what must I do in connection with marketing my home?	You must market your home for 30 days from the date of the contractor's offer before you can accept the contractor's appraised value offer. You may market your home in conjunction with participating in the homesale program.
§ 302-70.107	If FAA authorizes me to enter a homesale program, must I accept the appraised value offer from the relocation services company?	No. You have the option to accept or reject an offer from the relocation services company.
§ 302-70.108	What expenses will FAA pay if I enter the homesale program and reject the appraised value offer?	<p>FAA will pay the expenses incurred by the company, including appraisal fees. FAA will pay expenses you incur in connection with the sale of the residence in accordance with part 302-50, however:</p> <p>(a) FAA will not pay any expenses that you incur which are similar to the expenses paid to the company (e.g., if FAA pays appraisal fees to the company, then FAA will not pay you to get another appraisal); and</p> <p>(b) FAA will reduce the maximum amount that it will pay you for expenses incurred in connection with the sale of your residence under part 302-50 by the amount of expenses it paid to the relocation services company under this section.</p>
§ 302-70.109	What expenses will FAA pay if I use a relocation services company to sell a residence for which I and/or a member(s) of my immediate family do not have full title?	FAA will pay the portion of the relocation services company's fee attributable to your pro rata share of the residence, as determined in accordance with §§ 302-50.103, 302-50.121, and 302-50.157 of this chapter. You are responsible for payment of any portion of the fee attributable to other than your pro rata share of the residence.

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SUBPART C—MARKETING ASSISTANCE PROGRAM

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| § 302-70.200 | What is a marketing assistance program? | A service provided by a relocation services company in which the company inspects your residence and develops a strategy to effectively market your residence, including recommending improvements to your home. |
| § 302-70.201 | Am I eligible for FAA's marketing assistance program? | <p>Yes, if:</p> <ul style="list-style-type: none">(a) You are an employee authorized relocation benefits for a PCS to a new official station under part 302-3;(b) Your old official station is in either:<ul style="list-style-type: none">(1) A nonforeign area; or(2) A foreign area if your new official station is in a nonforeign area and is different from the nonforeign area official station you transferred from when you began your assignment(s) in a foreign area(s).(c) Your new official station is located within a nonforeign area;(d) You are eligible for the allowance for expenses incurred in connection with the sale of a residence under part 302-50; and(e) Your new and old official station are 50 miles or more apart (as measured by map distance) via a usually traveled surface route. |
| § 302-70.202 | Must FAA offer me use of a marketing assistance program? | Yes, if you enter the FAA homesale program. |
| § 302-70.203 | What expenses will FAA pay related to use of a marketing assistance program? | FAA will pay the fees for a marketing assistance program, if the relocation service company charges any fees. You, however, are responsible for any costs of improvements to the home, and FAA will not reimburse you for these costs. |
| § 302-70.204 | Will FAA pay for use of a marketing assistance program if I enter the homesale program and reject the appraised value offer? | Yes, but the amount, if any, will reduce the maximum amount FAA will reimburse you for expenses in connection with the sale of your residence under part 302-50 of this chapter. |

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SUBPART D—DESTINATION SERVICES PROGRAM

§ 302-70.300	What are “destination services”?	Services provided by a relocation services company to assist an employee in establishing a home in a new official station. These services include buyer’s homefinding assistance, rental homefinding assistance, and mortgage counseling.
§ 302-70.301	Am I eligible for FAA’s destination services program?	Yes, if: (a) You are an employee authorized relocation benefits for a PCS to a new official station under part 302-3; and (b) Your new official station is located within a nonforeign area.
§ 302-70.302	Must FAA offer me use of FAA’s destination services program?	Yes.
§ 302-70.303	What destination services will FAA provide to me through the FAA destination services program?	FAA will provide: (a) Pre-transfer counseling; (b) Buyers homefinding assistance; (c) Rental homefinding assistance; (d) Mortgage counseling.
§ 302-70.304	What destination services will FAA not provide to me through the FAA destination services program?	FAA does not provide for: (a) Spousal employment assistance; (b) Elder care assistance; and (c) Child care assistance.
§ 302-70.305	May I be separately reimbursed for destination services I obtain through my own efforts?	No. You may use your allowance for miscellaneous expenses as provided in part 302-60, however, to pay for destination services, including those services which FAA will not provide under the FAA destination services program (e.g., spousal employment assistance, elder care assistance, and child care assistance).